

# Driver Operational Performance Summary

Date: [Insert Date]

To: [Driver's Name]

From: [Supervisor's Name]

Subject: Operational Performance Summary

## Performance Overview

Dear [Driver's Name],

We are pleased to share your operational performance summary for the period of [insert time frame]. Below is an analysis of your performance metrics:

## Key Performance Indicators

- Safety Incidents: [Number] incidents
- On-time Deliveries: [Percentage%]
- Customer Feedback Rating: [Rating out of 5]
- Fuel Efficiency: [Miles per gallon]

## Areas of Excellence

[Describe any specific achievements or strengths]

## Opportunities for Improvement

[Describe any areas where improvement is needed]

## Goals for Next Period

[List any goals set for the next period]

Thank you for your hard work and dedication. We look forward to seeing your continued progress.

Sincerely,

[Supervisor's Name]  
[Title]  
[Company Name]